

STATE OF MICHIGAN



JAMES J. BLANCHARD, Governor

DEPARTMENT OF MANAGEMENT AND BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

ROBERT H. NAFTALY, Director

DATE: October 25, 1985

OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 86-2

TO: All Bureaus and Offices

SUBJECT: Public Forms Compliance

On May 15, 1985 a forms management program for this department was initiated, which in part required that all public forms be reviewed by this office prior to printing or reproduction. This was necessary to ensure statutory compliance of all public forms by December 31, 1985. This procedure is still in effect; however, it appears that many public forms issued by the department will not be reviewed prior to that time under the current procedure. Therefore, to ensure that public forms are in compliance with Sections 205 through 211 of Act 431 of 1984, it will be necessary for each bureau and office to review all public forms in current use to determine whether the form meets the following:

- Form number and Revision Date
- Title
- Department Name
- Authority/Completion/Penalty Statement-Noting the authority for issuing the form, whether completion of the form is voluntary or required, and penalty for failure to file the form.
- Compliance with requirements in Sections 205 through 211 of Act 431 of 1984 (copy attached).
- Conformance with General Forms Design Standards as set forth in the Administrative Manual, Chapter 6, Section 3, Subject 2.

By November 15, 1985, a copy of all public forms should be provided to this office, if you have not already done so. For those public forms which do not currently satisfy the above criteria, the following information should also be provided:

- Form Number
- Title
- Quantity on Hand
- Date when current supply will be exhausted.
- Estimated cost to destroy any supply which will be on hand after December 31, 1985.

If you have no public forms, it is requested that you advise us of this fact to ensure a positive response from all bureaus and offices.

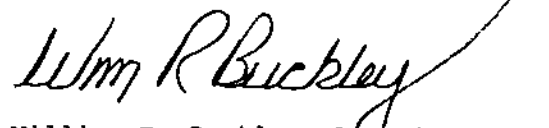
Noncompliant forms will be redesigned by December 31, 1985 unless it is determined that there are unusual circumstances which warrant continued use, in which case waiver of the deadline will be requested through the state forms office. You should be aware that even though approval may be granted, Section 208(3) of Act 431 requires that noncompliant forms be marked with a statement advising the public that the form is an emergency form which may not be used after December 31, 1986.

Staff from this office will be available to assist in the redesign effort. Please feel free to contact us with any questions you may have regarding the definition of a public form, whether a form is in compliance, or reporting requirements described in this memorandum.

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your agency responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to the attention of Susan Horvath at 373-2614.

Your cooperation and adherence to these procedural considerations will be appreciated.


William R. Buckley, Director
Office of Administrative Services